



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

August 17, 2004

Catherine McHenry Rains, Treasurer
McHenry for Congress
P.O. Box 360
Cherryville, NC 28021

Response Due Date:
September 16, 2004

Identification Number: C00393629

Reference: 12 Day Pre-Runoff Report (7/1/04 -- 7/28/04)

Dear Ms. Rains:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Schedule C of your report fails to include information required by Commission Regulations. With every report submitted, you must provide the date incurred, the original source and amount of the loan, the due date, the interest rate, the cumulative payment, and the outstanding balance. In addition, if there are any endorsers or guarantors, their mailing address along with the name of their employer and occupation must be disclosed. Please amend your report to include the due date. (11 CFR §§ 100.52(a), 100.52(b) and 104.3(d))

-When a committee reports receiving a loan from the candidate, it is necessary to clarify whether or not the candidate used personal funds or borrowed the money from a lending institution or some other source. Please amend your report to indicate whether the loan is from the candidate's personal funds or if he/she obtained the loan from a bank loan, brokerage account, credit card, home equity line of credit or other line of credit.

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If the candidate loan was obtained from a lending institution, you must also file a Schedule C-1 with the Commission providing the name of the lending institution and the complete terms of the loan between the candidate and the lending institution. Schedule C-1 can be downloaded from the FEC website at <http://www.fec.gov>, or requested through the FEC Faxline at (202) 501-3413. Electronic filers must submit the Schedule C-1 electronically.

If the loan(s) was from personal funds, please acknowledge that fact in an amendment to this report. It is important to note that "personal funds" is strictly defined by Commission Regulations. See 11 CFR §110.10. (11 CFR §§§§ 100.52(a), 100.52(b), 104.3(d) and 104.18(h))

-Your report contains a Schedule C-1 but does not include a copy of the loan agreement. Commission Regulations require that you submit a copy of the loan agreement with the Schedule C-1. As an electronic filer, you must send a hard copy of the loan agreement via mail or courier. Please amend your report to provide a copy of the loan agreement. (11 CFR §104.3(d)(2) and 104.18(h))

-For future reports, please be advised that contributions from individuals other than the candidate and contributions from the candidate should be itemized on a separate Schedule A. Additionally, the total amount of these contributions should be reported on the appropriate line of the Detailed Summary Page information - (11(a), 11(b), 11(c) and 11(d)). (2 U.S.C. §434)

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

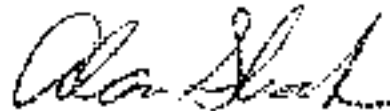
Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please

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contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1167.

Sincerely,

A handwritten signature in cursive script, appearing to read "Alan Shook".

Alan Shook
Senior Campaign Finance Analyst
Reports Analysis Division

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